



CAREER OPPORTUNITY

Department of Behavioral Health

ASSISTANT DIRECTOR

Annual Salary Up To \$178,443.20

SAN BERNARDINO COUNTY is seeking an individual with excellent problem solving and analytical skills, strong management and administrative skills, and the capacity to excel in the position of **Assistant Director of Behavioral Health**. *This position is in the Unclassified Service and serves at the pleasure of the Director of Behavioral Health.*

The **successful candidate** will be a results-oriented, creative problem solver with a proven track record of excellence while collaborating with internal and external stakeholders to effectively manage key programs and initiatives; will thrive in a fast-paced work environment while handling multiple and conflicting priorities/deadlines; and will be a strategic individual who understands and embraces the effectiveness of being a strong leader and fostering positive team dynamics. This position requires an articulate communicator with excellent verbal and written communication and interpersonal skills; strong financial and political acumen; ability to build trust, confidence, and credibility while working with staff and community stakeholders; and the ability to build strong relationships with County departments, local cities, state, and federal agencies, as well as the Board of Supervisors and executive leadership on policy and key program initiatives.



RESPONSIBILITIES

Direct the administrative and financial activities of the department; formulate and administer policies and procedures.

Direct through subordinate managers the preparation and presentation of the budget; ensure budgetary decisions are consistent with departmental goals and resources; review revenues and expenditures.

Evaluate the effectiveness and efficiency of department processes and programs; implement systems to streamline processes, ensure accuracy, and maximize staff productivity.

Review and analyze contracts and grants; monitor performance and reporting activities; ensure compliance with state, federal, and county requirements.

Coordinate internal department/program activities, and with other county departments and outside agencies.

Act for the Director of Behavioral Health during absences or as directed; represent the Department of Behavioral Health before the Board of Supervisors, Mental Health Commission, and with contractors and the public.

Act as liaison with State Department of Mental Health officials on such matters as broad policy issues, requirements, managed care implementation and statewide training. Coordinate analysis of pending legislation and resulting policy/program changes.



KNOWLEDGE & SKILLS



Ability to identify and assess the goals of specific programs in the context of a broad agenda.



Ability to adhere to deadlines while adapting to incoming priority changes.



Ability to multitask and function effectively in a complex professional environment



Ability to synthesize complex information and research into concise, relevant, logical, and organized formats for analysis and discussion.



Ability to identify and resolve or minimize potential conflicts in goals and objectives, missions, and agendas.

MINIMUM REQUIREMENTS

Master's Degree in a related field of study.

Minimum of five (5) years of progressively responsible management experience in a large or complex behavioral health, public health, or human services organization.

Equivalent qualifications may be given consideration provided education and experience is commensurate with the responsibilities of this position.





COMPENSATION & BENEFITS

Total Compensation Up to \$318,691*

Our generous compensation and benefits package is offered and includes a competitive salary (Range 86C/Exempt Unit), commensurate with experience, with an annual salary range of:

\$130,644.80 to \$178,443.20

Retirement

- County pension (www.sbcera.org) vested after five years of service.
- Retirement Reciprocity with CalPERS, CalSTRS, and 1937 ACT plans.
- 401(k) Defined Contribution Plan with 2 for 1 match, up to 8% of the base salary.
- 457(b) Deferred Compensation Plan with County contribution 1 times Employee contribution, up to ½ %.
- Retirement Medical Trust (RMT) County Contribution (based on service hours).

Medical [\(Exempt Level C Benefit Package\)](#)

- Medical and Dental Insurance for the employee and eligible family members with premium subsidies.
- County paid Vision Insurance for employee and eligible family members.

Additional Benefits

- County paid basic life insurance with voluntary supplemental life insurance options including accidental death and dismemberment.
- County paid short-term and long-term disability benefits.
- 14 paid holidays (13 fixed, 1 floating)
- 80 hours of administrative leave with a cash out option.
- Traditional Leave Package
- Leave package, with up to 160 hours of vacation accruals annually (based on service hours) with cash out option, paid sick leave with unlimited accrual.
- **May be eligible for merit-based step increases every six months contingent upon completion of applicable service hours.**

**Depends upon selected benefit options*

CLICK HERE: [Job Description](#)

Exempt Unit Benefits: [CLICK HERE](#) or [MBO Benefit Option](#)